# United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Wyoming State Office
P.O. Box 1828
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IN REPLY REFER TO:

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To:             All Wyoming State Office Employees

From:           State Director

Subject:        Building Security Alarm

As a reminder to BLM WY State Office employees, the Terra West Building door alarm system is activated weekdays from 7:00 p.m. through 5:00 a.m. and weekends and holidays, 24 hours. The security alarm system is not activated during normal business hours.  All building doors can be entered and/or exited during activation times; however, these doors must close within 20 seconds or the alarm will activate.  Employees need to ensure that doors close tightly when entering or exiting the building.

All alarms are tracked and recorded at the FPS Mega Center in Denver. When an alarm is received at the Center, a call is sent to the Cheyenne Police Department.  The Cheyenne Police Department responds to the call immediately.  If the call is deemed a false alarm, the Police Department will assess a $50 fine per response.  Employees causing the false alarm may be held legally responsible for paying the fine.  In order to prevent these false alarms it is necessary for every employee to stay mindful of the security system and activation times.

To further security enhancement, monitors are installed at each entrance/exit door. These monitors provide information to authorities of who entered the building and at what time the building was entered.  This will aid in determining who set off the alarm.

Every employee is responsible for adhering to the guidance provided herein and for maintaining the integrity of the building security system.

For additional information or questions, contact Janet Edmonds, Business Manager, at 307-775-6007.

Signed by:                              Authenticated by:
Donald A. Simpson                       Pamela D. Hernandez
Acting State Director                   Wyoming Central Files

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